

The following is a draft Executive Director position description that the Southern System Planning Panel and the Boards of Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and Shawnee Library System have received for review.

## **Executive Director**

### **General Statement of Duties**

The Executive Director is the chief administrative officer of the System and is charged with and responsible for (1) implementing the policies and programs for the System. (2) Directing and leading all operations and activities of the System.

### **Job Duties and Responsibilities**

Works closely with the Board of Directors. Prepares agenda, provides reports and recommendations, and reviews minutes of meetings. Attends all Board meetings except for the appointment, dismissal or salary discussions directly involving the Director.

Carries out the directives of the Illinois State Library; adheres to State Statutes that relate to Library Systems; ensures the conformity to appropriate local, state, and federal regulations.

Plans, formulates, and recommends policies and programs that will further the mission and strategic goals of the System for the approval of the Board of Directors. Initiates and participates in the System's strategic planning process and ensures that action plans are implemented and evaluated.

Plans, organizes, directs and implements programs and services and evaluates results.

Directs development of the annual budget and submits it for Board approval. Manages the budget to insure fiscal responsibility, including the borrowing and investment of funds and safeguarding all funds, physical assets, and other property of the System, utilizing appropriate control and risk aversion practices. Certifies all expenditures for Board approval.

Directs human resources activities, including Staff appointments, terminations, and promotions of personnel consistent with approved personnel policies, laws and regulations.

Serves as the liaison between Staff and the Board.

Maintains effective relationships with member libraries through site visits and communications.

Maintains effective relationships with other organizations both public and private; such as the Illinois State Library, professional library organizations, state and federal legislators and others as appropriate.

Plays an active role in library development and legislative activities related to libraries on state and national levels.

Negotiates and/or approves contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities.

**Supervision Received:**

Work performed in accordance with board policies and objectives outlined by the Library Board of Directors.

**Supervision Exercised:**

Supervision extends to the entire Staff of the System, but is exercised through key professional subordinates who head organizational elements of the System.

**Standards of Performance:**

Adherence to the policies and procedures of the System

Implementation of the System's Strategic Plan and its annual elements

Effectiveness of the System in fulfilling its mission

Quality of service provided to members.

Satisfaction of member libraries with System services.

Establishment and maintenance of effective relationships with member libraries and federal, state, and regional agencies and libraries.

**Position Qualifications**

**KSAO (Knowledge, Skills, Abilities, and Other):**

Comprehensive knowledge of the principles, methods and practices of professional library science and administration.

Comprehensive knowledge of management principles as they relate to System operation and administration.

Demonstrated administrative ability to plan, organize, direct, and train a large staff of professional and support staff personnel, which compose the System.

Ability to analyze System services in relation to needs of the libraries, balance these needs with future trends, while understanding the diversity of libraries within the System in terms of type, size and budget.

An understanding of library automation systems.

Considerable ability in establishing and maintaining effective work relationships with Staff, Board, members, representatives of government, professional groups, and the general public.

Ability to clearly and diplomatically communicate with others employing strong oral and written communication skills.

Ability to perform duties in a professional manner under constant time constraints and interruptive conditions with flexibility and wise use of time. Ability to continually display a professional business behavior with a pleasant demeanor while working in a customer-service oriented organization.

Demonstrated willingness to help others accomplish their objectives.

**Education and Experience Requirements:**

Masters Degree in Library Science from an ALA-accredited library program

Minimum of five (5) years of progressively responsible library experience of which two years must have been in an administrative capacity.

Knowledge of Illinois library system structure, function, and relationship to the Illinois State Library.

**Physical requirements:**

Primarily sedentary work, but also requires the ability to perform work that involves standing, walking, stooping or crouching, stooping, kneeling, reaching, pushing, grasping, hearing and talking.

Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

Ability to perform work that involves clarity of vision at 20 inches or less, including the ability to bring objects into sharp focus as well as clarity of vision at 20 or more feet.

Ability to input data on a keyboard.

**Licensing:**

Must have a valid driver's license and current automobile insurance.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.